

Set Up Notifications

Description: In this topic, the user will learn how to set up notifications in DCI. Notifications are system-generated and inform the user of system events such as when a punch is approved or rejected. Notifications are set up by the system administrator and are sent to the user's email and/or as a text to the user's mobile number. Notifications are automatically sent to the email address listed on the user profile. Email addresses can be updated at any time. Notifications can be sent via SMS text message when the user verifies their mobile number.

*Please note: If no mobile number is verified, the user will not receive text message notifications.

Role Required: Employee (base user)

Permission Required: N/A

Change Email Address

1. Log in to personal profile
2. Click the **username** in the upper right-hand corner of the page which is indicated with a person icon
3. Select **Settings** from the drop-down menu
4. Click **Change Email** on the submenu
5. Enter the new email address in the **New Email** and **Confirm Email** fields
6. Click **Change Email**
7. Enter the verification code sent by the DCI - Confirm Email email
8. Click **Change Email**
9. Click **Yes** to confirm

Verify Mobile Number to Receive SMS Text Message Notifications

1. Log in to personal profile
2. Click the **username** in the upper right-hand corner of the page which is indicated with a person icon
3. Select **Settings** from the drop-down menu
4. Click **Verify Mobile** on the submenu
5. **Enter mobile number** and click **Update Mobile Number**
6. A green banner stating "Your Mobile Number is updated. Please verify mobile number" will appear briefly.
7. Click **Send Verification Code**
8. A green banner stating "Your Verification Code is sent. Please check your registered Mobile Number" will appear.
9. The user will receive a verification code via SMS text message. Enter the verification code into the **Verification Code** field.
10. Click **Verify Mobile**

Related articles

- [Message Templates - Admin Guide](#)
- [Messaging Overview - Video](#)
- [Resend Notification](#)
- [Set Up Notifications](#)
- [View Notifications](#)